

CRITERIA FOR AWARDS

(Please refer to GPD (Appendix B) and OHR Web Page (<http://ohr.gsfc.nasa.gov/awards/awrddesc.htm>) for additional information)

QUARTERLY AWARDS

(Note: Recipients of these awards will also be considered for an Annual Award)

OUTSTANDING TEAMWORK—Group: Measurable improvements in productivity that provide cost, time, or resources savings; increased safety; or an improved work environment.

INSTITUTIONAL SUPPORT—Infrastructure: Measurable improvements in productivity that provide cost, time, or resources savings; increased safety; or an improved work environment.

INSTITUTIONAL SUPPORT—Programmatic: Significant contributions meeting Agency, Enterprise, and Center goals, using innovative practices and processes and “hands-on” capabilities which increase the Center’s technical capabilities with measurable cost, time, or other resource savings.

SECRETARIAL AND CLERICAL EXCELLENCE: Exceptional performance of secretarial or clerical functions in such an extraordinary manner as to warrant special recognition.

QUALITY AND PROCESS IMPROVEMENT: Initiative, innovation, and scope of improvements on the quality of products and services provided or achievements that reduce waste or misuse of government resources. Scope and impact are relative to the process being improved.

CUSTOMER SERVICE EXCELLENCE: Demonstrated performance and significance of contributions relative to the requirements of an individual’s position or the group’s charter. Evidence of exceeding customer expectations as evidenced by such characteristics as timely deliverables; reliable and quality products and services; economic use of Center resources; and customer relations that include effective communications and a flexible, proactive approach to problem solving.

ANNUAL AWARDS

NATIONAL RESOURCES: Outward focused or partnership activities that demonstrate Goddard’s unique role as a federal laboratory which result in significant scientific discoveries and/or technological breakthroughs.

CENTER OF EXCELLENCE: Demonstrated performance (e.g., of technology, tests of systems, or on-orbit performance); acceptance of risks required to develop and infuse cutting edge technology; or solutions that lead to new scientific and technological discoveries.

EXCELLENCE ON OUTREACH: Achievements directly support Agency and Center education and public outreach goals. Quality of products, their relevance and impact on target audiences, size and scope of coverage of activities and products, the effective use of partnerships, or the ability to leverage the impact of an activity so that it reached beyond the immediate audience to further share this information with others.

OUTSTANDING MENTOR: Accessibility to protégé; modeling and transmitting the Center’s values and traditions; sponsoring and providing the employee new experiences; effectiveness in transferring personal knowledge, meaningful advice, insights and experiences; or demonstrated insight into the protégé’s unique mentoring needs.

DIVERSITY ENHANCEMENT: Outstanding accomplishments whose scope and impact further the Center’s equal opportunity, affirmative action, or multi-cultural goals or facilitate fuller utilization and participation of Goddard’s diverse workforce. (Employees for whom these are primary duties are excluded from this award unless the nomination is for contributions outside the scope of normal job responsibilities.

OUTSTANDING LEADERSHIP: Consistency of vision with the Center’s Goals and Values; evidence of commitment; ability to communicate with others’ ability to influence peers, subordinates, or superiors; impact and scope of the actions which result from leadership. Scope and impact are to be determined relative to skill group and grade level.

AWARD OF MERIT: An employee’s career exemplifies the Center’s Values and Goals and the employee has made extensive, prolonged, and significant mission contributions within his/her career field. Normally, this award is reserved for those with 20 or more years of federal service or work experience. This is the highest individual award that Goddard bestows.

CIVIL SERVICE EXCELLENCE: Demonstrated superior contributions or services over a minimum of 3 years.

CONTRACTOR EXCELLENCE: Demonstrated performance and significance of contribution relative to both the requirements of their contract and the skill category of their position.

GODDARD EMERGENCY RESPONSE AWARD: Evidence of actions during an emergency that demonstrate selfless commitment to protecting and preserving human life while maintaining personal safety and safety of others.

GODDARD SAFETY AWARD OF HONOR: Demonstrated evidence of safety contributions that significantly impact the Center’s implementation of the NASA mission or mitigate or control safety risks to personnel, facilities, equipment, and operations.

OUTSTANDING MANAGEMENT: Senior/Mid-level: Effectiveness in demonstrating the Center values through management practices which empower employees to fully utilize their abilities to perform Center work. Evidence of organizational environment, work accomplishments, and feedback from subordinates, peers, and supervisors will be considered in the evaluation.

OUTSTANDING MANAGEMENT—1st level and group/Team Leader: Effectiveness in demonstrating the Center values through practices which empower employees to fully utilize their abilities. Evidence of positive organizational environment, work accomplishments, and (in the case of supervisors) feedback from subordinates, peers, and supervisors, and (in the case of group/team leaders) feedback from team members, peers, and supervisors will be considered in the evaluation.

ROBERT C. BAUMANN AWARD FOR SAFETY, RELIABILITY, AND QUALITY ASSURANCE: Evidence of an outstanding contribution towards meeting the Center’s goals for the success of a GSFC space flight mission or missions. The contribution may be for career achievements of a specific act of exceptional merit that was completed in the previous year and encompasses work in all disciplines including administration, procurement, engineering, science and management.

MEMORIAL AWARDS

MOE I. SCHNEEBaum AWARD FOR ENGINEERING: Evidence of an outstanding contribution to advancing the technology of space flight and supporting ground systems. The contribution may be for a single or continuing significant engineering achievement or for a recent professional paper or research project.

WILLIAM NORDBERG AWARD FOR EARTH SCIENCE: Evidence of career accomplishments in the area of Earth sciences which exhibit the characteristics of Dr. Nordberg’s career: broad scientific perspective, enthusiastic programmatic and technical leadership on the national and international levels, wide recognition by peers, and substantial research accomplishments in understanding Earth System processes.

JOHN C. LINDSAY AWARD FOR SPACE SCIENCE: Evidence of an outstanding contribution to space science or technology. The contribution may be a professional paper, a research project, or any other achievement in the Space Science area which reached maturity in the previous year or for career achievement.

GODDARD SPACE FLIGHT CENTER AWARD NOMINATION

Name of Individual or Group Title: _____

Type of Award (from other side): _____

Citation (25 words or less):

JUSTIFICATION:

*(How does nomination meet criteria. Specific examples must be identified.
Do not simply write a job description or narrative. Please do not exceed the space provided.)*

A. Brief description of employee's/group's accomplishments, responsibilities, or career contribution related to the award criteria.

B. What are the specific ways the criteria for this award are met and the significance of these accomplishments related to the awards criteria? Identify in bullet form (normally 4-6).

TRANSMITTAL SHEET

ANNUAL/QUARTERLY GSFC HONOR AWARD NOMINATION

(Nominations Due to Awards Office, Code 114, Bldg 1, Room 124 by closing date of each particular awards call.)

To: 114/AWARDS OFFICER

Nominator: _____ Code _____ Ext: _____

Signature: _____ E-Mail _____ Date: _____

Name of Individual or Group Title: _____

Job Title: _____ Individual Accepting for Group: _____

Organization/Code/Mailing Address: _____ E-Mail Address: _____

☐ Civil Servant(s)

☐ Not a Civil Servant(s)

☐ Group Includes Both

TYPE OF AWARD

(See attachment for description of award)

QUARTERLY

☐ Outstanding Teamwork

☐ Institutional Support/Infrastructure

☐ Institutional Support/Programmatic

☐ Secretarial and Clerical Excellence

☐ Quality and Process Improvement

☐ Customer Service Excellence

ANNUAL

☐ National Resources

☐ Center of Excellence

☐ Excellence on Outreach

☐ Outstanding Mentor

☐ Diversity Enhancement

☐ Outstanding Leadership

☐ Award of Merit

☐ Civil Service Excellence

☐ Contractor Excellence

☐ Emergency Response

☐ Safety Award of Honor

☐ Outstanding Management/Senior/Mid-level

☐ Outstanding Management/1st Level

☐ Baumann Award for Safety, Reliability and Quality Assurance

MEMORIAL

☐ Schneebaum Award for Engineering

☐ Nordberg Award for Earth Science

☐ Lindsay Award for Space Science

References: (Please identify others who are knowledgeable about the accomplishment. List at least one reference; additional references are encouraged.)

Name/Code/Ext/E-Mail _____

Name/Code/Ext/E-Mail _____

Name/Code/Ext/E-Mail _____

Please note: the nomination will be shared with the nominee(s) to solicit any additional information they may wish to provide. The name of the nominator will not be included, though you may want to notify the nominee(s) that you have submitted them for an award. For group awards, the person listed as "Individual Accepting Award on Behalf of Group" unless otherwise noted, will serve as the point of contact for the review.

NOTE: IF THE AWARD IS A GROUP ACHIEVEMENT AWARD, PLEASE INCLUDE A TYPED LIST OF GROUP MEMBERS AT TIME OF SUBMISSION.